

Madison High School



Student Handbook 2009-2010

WELCOME TO MADISON HIGH SCHOOL

The faculty and administration of Madison High School extend a warm welcome to all students and their families. It is our hope that your school year will be challenging, rewarding, and productive.

This handbook will acquaint you with the various opportunities, regulations, practices, and policies that govern MHS. Intended as a guide, this handbook will provide an outline of expectations and procedures that contribute to the operation of our school. Madison School District Policies can be found on the district website: www.madison.k12.sd.us.

Education is a cooperative venture between parents, students, teachers, and administrators. Working together, we will help our young people fully achieve their potential. One key to this cooperative effort is communication. This handbook is provided to establish communication and an understanding of school procedures and expectations.

Please feel free to communicate with school personnel at any time if you have questions, concerns, or inquiries. We are here to serve all students and families.

*Respectfully,
Sharon Knowlton, Principal
Bud Postma, Assistant Principal and Activities Director
Madison High School
(605) 256-7706*

TABLE OF CONTENTS

Welcome	2
Mission Statement.....	4
Daily Times/Trimester Dates.....	5
School Calendar	6
Statement of Rights	7
Academic Procedures and Policies	8
Student Procedures and Policies.....	11
Standards of Conduct and Discipline .	15
Definitions.....	15
Code of Conduct	16
Sexual Harrassment.....	19
Hazing	20
Attendance.....	22
Student Activities	25
Training Rule	26

MADISON CENTRAL MISSION STATEMENT

To educate all students to fully achieve their personal and academic potential as lifelong learners skilled in communication, problem solving and global responsibility.

MADISON HIGH SCHOOL MISSION STATEMENT

To provide all students with educational opportunities necessary to become responsible citizens.

MHS SCHOOL SONG

*Loyal we'll ever be
Madison High School
We'll praise and honor thee
Alma mater dear
May glory and praise be yours
Wherever you may go
We'll love you, yes we'll praise you*

MHS SCHOOL COLORS

Maroon and White

Contact Information: Sharon Knowlton, Principal
Bud Postma, Activities Director/Assistant Principal

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Madison, SD 57042

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Email Address: sharon.knowlton@k12.sd.us
Website: www.madison.k12.sd.us

**Daily
Schedule**

1 st Period	8:15 – 9:28
2 nd Period	9:32-10:45
3 rd Period	10:49-12:02
Lunch	12:02-12:44
4 th Period	12:44-1:56
5 th Period	2:00-3:12

**Wednesday
Schedule**

1 st Period	8:15–9:18
2 nd Period	9:22–10:25
PRIDE	10:29–11:09
3 rd Period	11:13-12:16
Lunch	12:16-1:00
4 th Period	1:00-2:04
5 th Period	2:08-3:12

**STARTING AND DISMISSAL
SCHEDULE**

Elementary8:20 a.m.— 3:10 p.m.

Middle School.....8:15 a.m.— 3:20 p.m.

High School.....8:15 a.m.— 3:12 p.m.

**Madison
Elementary
School Quarter
Schedule**

1st nine weeks – Aug. 28 – Oct. 29
2nd nine weeks - Oct. 30-Jan. 13
3rd nine weeks - Jan. 14 – Mar. 18
4th nine weeks – Mar. 23 – May 19

**Madison Middle
School 6 weeks
schedule**

1st six wks-Aug 27-Oct 6 2nd six wks – Oct. 7 - Nov. 17
3rd six wks – Nov. 18 - Jan. 12
4th six wks – Jan. 13 - Feb. 23
5th six wks – Feb. 24 - Apr. 13
6th six wks – Apr. 14 - May 19

**High School
Trimester
Schedule**

1st Trimester - Aug. 26 – Nov. 20
2nd Trimester – Nov. 23 – Feb. 26
3rd Trimester – March 1 – May 25

**MADISON CENTRAL
SCHOOL DISTRICT
2009-2010 SCHOOL CALENDAR**

JULY 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2009

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher in-service/no students
No school

4/28/09

AUGUST 2009

New teacher orientation.....	Aug. 20
*Teacher in-service days.....	Aug. 24, 25
First day of classes grds 6 th -12 th	Aug. 26
Open house for KG-5 th grds.....	Aug. 26
First day of classes grds KG-5 th	Aug. 27

SEPTEMBER 2009

Labor Day Holiday.....	Sept. 4, 7
2 hour late start.....	Sept. 23
Teacher in-service 8:00-10:00 (students should not report to school before 10:00 am)	

OCTOBER 2009

End of 1 st six weeks.....	Oct. 7
High school Parent/Teacher Conf.....	Oct. 8
Native American Day.....	Oct. 12
End of 1st nine weeks.....	Oct. 29

NOVEMBER 2009

Middle School Parent/Teacher Conf.....	Nov. 3 / 9
Early out.....	Nov. 18
Teacher in-service 2:00-4:00	
End of 2 nd six weeks.....	Nov. 18
K-5 Parent/Teacher Conferences.....	Nov. 19 / 23
End of 1 st Trimester.....	Nov. 20
Teacher In-kind day.....	Nov. 25
Thanksgiving Vacation.....	Nov. 26 / 27

DECEMBER 2009

Early out.....	Dec. 23
Christmas Vacation begins.....	Dec. 24

JANUARY 2010

School resumes.....	Jan. 4
High school Parent/Teacher Conf.....	Jan. 5
End of 3 rd six weeks.....	Jan. 12
End of 2 nd nine weeks.....	Jan. 13
Teacher in-service.....	Jan. 18

FEBRUARY 2010

K-5 Parent/Teacher Conferences.....	Feb. 8 / 9
Teacher In-kind day.....	Feb. 12
President's Day.....	Feb. 15
End of 4 th six weeks.....	Feb. 25
End of 2 nd Trimester.....	Feb. 26

MARCH 2010

2 hour late start.....	Mar. 3
Teacher in-service 8:00-10:00 (students should not report to school before 10:00 am)	
Spring break.....	Mar. 12 / 19
Middle School Parent/Teacher Conf.....	Mar. 15 / 16
Teacher in-service.....	Mar. 22
End of 3 rd nine weeks.....	Mar. 24

APRIL 2010

Easter Break.....	Apr. 2 / 5
End of 5 th six weeks.....	Apr. 15
High school Parent/Teacher Conf.....	Apr. 19
Early out.....	Apr. 21
Teacher in-service 2:00-4:00	

MAY 2010

Last day for seniors.....	May 21
Last day for students.....	May 25

JANUARY 2010

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010

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23	24	25	26	27	28	29
30	31					

MARCH 2010

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23	24	25	26	27	28	29
30	31					

APRIL 2010

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2010

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Elementary 8:20 – 3:10 p.m. / Middle School 8:15 – 3:20 p.m. / High School 8:15 – 3:12 p.m.
Early Out Dismissals – Elementary 1:45 p.m. / Middle School/High School 1:50 p.m.
Late starts – Elementary 10:20 a.m. / Middle School/High School 10:15 a.m.

STUDENT HANDBOOK 2009-2010

Statement of Rights

Students of Madison High School have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of school is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community, and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

Right to Nondiscrimination

The Madison School District does not discriminate in its employment, policies and practices, or in its educational programs or activities based on race, color, creed, religion, age, marital status, gender, disability, national origins, or ancestry. Inquiries concerning the application of Title VI, VII, or Title IX may be referred to Vince Schaefer, Superintendent of School, 800 NE 9th St, Madison, South Dakota 57042(605-256-7700). Or, contact the Regional Director, Department of Ed, Office of Civil Rights, 10220 No. Executive Hills Blvd, 8th Floor, Kansas City, MO 64153-1367.

Right of the Disabled

All students with disabilities in the Madison School District are entitled to the benefits of a free, appropriate educational program. For specific information about eligibility and services, please contact Sharon Knowlton, Principal, 256-7706.

Section 504/American Disabilities Act

For a complete description of the rights granted under Section 504 to students with disabilities, please contact Sharon Knowlton (256-7706) at Madison High School.

Right to Confidentiality of Student Records

According to Public Law 93-380, the Family Educational Rights and Privacy Act, and School Board policy, there are certain rights that parents and students 18 years old and older have regarding student records. You have the right to:

- Know the location of all records kept on a student.
- Inspect and review all educational records, receive explanations and interpretations of the records, and obtain copies upon request.
- Request to amend educational records believed to be inaccurate, misleading, or in violation of a student's privacy.
- Request an impartial hearing if the district refused to amend an educational record.
- Have assurance that no student record will be disclosed without informed parental consent, except to persons with a legitimate education interest.

Individual student records are confidential. The exception to this is **directory information**. The release of this information does not require the consent of students, parents, or guardians. **Directory information** may include: the student's name, date and place of birth, participation in official activities, weight and height of members of athletic teams, photographs, honors, awards, grade level and date of attendance.

Right to Refuse Military Recruiter Access

The National Defense Authorization Act provides that military recruiters may be provided access to secondary school students' names, addresses, and telephone listings. Parents have the right to deny permission for Madison High to release this information. Contact the High School if you wish to deny permission.

Right to Due Process

The Board and administration have the legal authority to deal with disruptive students and student misconduct. All students are entitled to due process when they are subjected to disciplinary actions such as suspension and expulsion. Basic due process provides that (1) the student is given oral or written notice of the charges; (2) the student is given an oral or written explanation of the facts that form the basis of the proposed suspension and (3) the student is given an opportunity to present his/her version of the incident.

The South Dakota Board of Education rules must be followed when suspending or expelling students.

School District Policies

Madison School District is governed by District Policies. These policies are a framework for decision-making and state in general and specific terms the meaning of achieving the school educational program. All students and parents can read the policies by obtaining a hard copy through the Superintendent's office, or they can be viewed on the School District website: http://www.madison.k12.sd.us/superintendent/Policies/Policy%20Manual%20Index_.htm

Academic Procedures and Policies

1. Classroom Materials

Certain materials (tablet computer, textbooks, workbooks, tools) will be provided by the school for your use. Students will be held responsible for the safe return of books and materials provided. Locks are provided by the HS office to safeguard materials in student lockers; if students lose their locks, they will need to pay for a replacement. Students will be charged for any damage done to their school equipment, including lockers, computers, equipment, and materials. Students are expected to arrive at each class with required materials.

2. Complaint Policy (Parents and Students)

1. Complaints against faculty members shall be resolved through a conference with the faculty member if possible.
2. If the complaint cannot be resolved to the satisfaction of the parent through procedure #1, the parent may register the complaint with the building principal. The principal will document the complaint, and resolve it with action as deemed appropriate.
3. If the complaint is not resolved through procedure #2, the complaint may be submitted to the superintendent for evaluation and disposition.
4. A parent having followed procedures #1, #2, and #3 may request an audience with the board for final disposition of the complaint if he/she so deems it necessary.
5. A parental complaint heard by the Board will be in the presence of the staff member and/or his/her representative if possible, and if their presence is requested, by the staff member. All comments, statements, and/or questions by the parent, staff member or representative of the staff member shall be addressed to the Board chair.

The Board, Superintendent and Principal will refer complaints to the appropriate level if the parent has not attempted a solution using the preceding level starting with the teacher conference.

3. Computer Use

Computers and other technologies are provided to students for learning experiences and for use in the completion of assignments. Please refer to the *Madison High School Computer Tablet Policy and Procedure Handbook* which all students and parents receive at the beginning of the school year. (<http://www.madison.k12.sd.us/mhs/MHS2007/Handbook/madison%20tablet%20policy.pdf>)

4. Drop/Add Regulations

At the beginning of each trimester, a reasonable time will be given for students to make changes in their schedules. Any changes made to a schedule after this can only be made with administrative approval. Schedules will be considered final for the trimester five school days after the trimester starts. A student dropping the course after 15 school days will be given a failing grade.

5. Early Graduation Policy

Any student who intends to meet graduation requirements by the end of the first or second trimester of their senior year must submit a letter of application to the principal no later than two trimesters prior to the date of intended graduation. The student's parents must sign the letter. The early graduation committee consisting of a guidance counselor and two teachers will make a recommendation to the principal. The principal will make a recommendation to the superintendent.

6. Grade Classification

Grade Classification (9th, 10th, 11th, 12th) at MHS is determined by credit accumulation.

9 th Grade	0-4.5 credits
10 th Grade	5-11.5 credits
11 th Grade	12-17.0 credits
12 th Grade	17.5- credits

Students who do not meet the minimum credits for a grade will not receive the rights and privileges of that grade until the credits are earned.

7. Grading System/Grade Point Average

All classes at Madison High School will use a uniform grading scale:

- A (94-100)
- B (87-93)
- C (78-86)
- D (68-77)
- F (Below 68)
- I (Incomplete)

The grade points assigned to each letter grade are as follows:

- A=4 grade points
- B=3 grade points
- C=2 grade points
- D=1 grade point
- F=0 grade point

8. Graduation

To participate in graduation exercises, a student must have 24.5 units of credit and meet all other requirements of Madison Central School District. The graduation ceremony is held at the DSU Fieldhouse. A guest speaker or students may address the graduates.

9. Graduation Honors

Honor graduates will be awarded the following designations:

- Cum Laude: must earn a weighted GPA of 3.50-3.64
- Magna Cum Laude: must earn a weighted GPA of 3.65 – 3.79
- Summa Cum Laude: must earn a weighted GPA of 3.80 +

10. Graduation Requirements

MHS requires 25 credits earned in grades 9-12 for high school graduation.

English	4
Math	3
Science	3
Social Studies	3
Computer Studies	.5
Fine Arts	1
Phy Ed/Health	1
Personal Finance	.5
Selected Electives	1.5
Electives	7.5
Total Credits	25

11. Honor Roll

The honor roll for the high school is divided into three sections:

- 4.0 - All A's
- 3.6 - 3.99 - Roll of Excellence
- 3.0 - 3.59 - Merit Roll

No student will be on the honor roll who has earned a "D" or "F" in any course during that grading period. The student must be enrolled in four or more academic subjects. The trimester grade will be used to determine the honor roll for each trimester.

12. Incompletes

A student will have ten school days from the end of each trimester to make up any incomplete work still outstanding due to extraordinary circumstances. This ten-day period DOES NOT apply to work that is expected to be made up after normal absences. After this ten-day period, all incomplete grades become an "F" unless the classroom teacher and administration have granted the student an extension.

13. Library

Madison High School has a well-stocked library with books for general reading, supplemental books for class work, and general reference works such as encyclopedias and atlases. In addition, many magazines and newspapers are available.

The library is a member of the South Dakota Library Network (SDLN), a statewide library system containing the catalogs of the State Library and over fifty member libraries. Membership in SDLN provides the library with an online way to manage library functions. SDLN membership also gives students and staff access to several online databases through the school's network. A Madison School library barcode gives patrons access to the catalog and the databases from home as well. Further library information can be found on the high school's homepage.

14. Make Up Work

Schoolwork missed because of excused absences must be made up within two times the number of days missed not to exceed six days. The time allowed for makeup work may be extended at the discretion of the classroom teacher.

15. Mid Term Reports

Near the midpoint of each trimester, a progress report will be mailed to the parents of every student. The faculty and administration are interested in each student using the ability he/she has, and believe parents should know how students are progressing. Parents are encouraged to call the high school office and arrange a conference with the teacher concerned. Parent-Teacher conferences will be scheduled shortly after these reports are sent. Parents may also access student's current grades at any time through online Parent Portal.

16. Open Campus

The School Board allows open campus under the following criteria for eligibility:

1. Only senior students are eligible for this privilege.
2. Parents must give written permission.
3. Any senior receiving an F in the previous trimester is not eligible. Seniors must have all school obligations met to be eligible for open campus.
4. One open campus period will be allowed per year.
5. Students will be allowed only one out-of-the building period per trimester.
6. An administrator may remove a senior from open campus for reasons of discipline, academics, or classroom attitude.
7. If a senior remains in the building, he/she must be under the supervision of a staff member. Students are not allowed to loiter in the parking lot and/or in the building.

17. Opportunities for Post Secondary Credits

Juniors and seniors may be eligible to receive dual credit (high school and college credit) by enrolling in selected courses at MHS. Please meet with the counselors to find out about these courses and their requirements.

Juniors and seniors may also be allowed to take courses at DSU. A college course of 3-credit value or above will earn .5 high school credit upon successful completion of the course.

18. Parent Portal

Parents will have access to their child's academic information, attendance, and discipline records using the parent portal. This portal is accessed through the internet and is available to all parents who have students in MHS. Parents need to make contact with the principal for password data.

19. Plagiarism/Cheating

Plagiarism is using and portraying the ideas or writings of another persons as one's own. Cheating is using/giving help or assistance in any unauthorized way to complete an assignment or test. Any student guilty of cheating or of plagiarism faces a zero for that particular assignment or test, and parents will be notified.

20. Post Secondary School Visits

One post secondary school visit will be allowed that will not count toward the attendance discipline policy of eight absences. Two days will be allowed if the student visits a school that requires an overnight stay for travel. Administrative approval is needed. Any further school visits will be counted toward the attendance discipline policy.

All post secondary school visits must be arranged through a contact with the guidance department or it will not be excused.

Try to arrange visits on days that MHS is not in session.

21. Report Cards

Report cards are issued at the end of each trimester. Letter grades are used to denote pupil progress in each course for the trimester. Parents will be notified when report cards will be distributed.

22. PRIDE/Homeroom

All students will be assigned to a PRIDE group. PRIDE will take place every Wednesday. PRIDE is a structured study time for all students. Since MHS does not have study halls, these weekly sessions will allow students to get homework done and will allow them to meet with teachers for extra help or for make-up work. In addition, PRIDE teachers will serve as teacher advisors, so PRIDE time will also be used to monitor student academic progress, to explore vocational and career options, and to promote responsibility and respect. Students who are late or have unapproved absence from PRIDE will have the same consequences as an unexcused absence or tardy from other class periods.

23. Weighted Grades and Advanced Placement Classes

The purpose of the weighted grading scale is to: encourage and reward students for enrolling in challenging academic courses; better prepare and qualify high school students for post secondary education; incorporate the level of difficulty, as well as the grades each student received, into the organization of class rank; and improve opportunities for academic scholarships.

Students will be encouraged to take the Advanced Placement Test to earn college credit for nominal cost.

Advanced Placement Courses will receive the weighting of .025 for each AP trimester successfully completed. To receive the weighted grade, the student must complete two trimesters, and the weighted amount will then be added for both trimesters. A course dropped before completion (2 trimesters) will not receive the additional .025 weighted grade for either trimester.

The weighted grading scale is limited to Advance Placement Courses.

Student Procedures and Policies

1. Announcements, Intercom, Messages

1. If you wish to make an announcement for your class or activity, bring it to the office before 8:00 a.m. The advisor or instructor of the activity should okay the announcement.
2. The daily announcements are available on our web site www.madison.k12.sd.us All students will be given time daily to read the announcements on the website at the beginning of second period.
3. Any student messages will be sent through email to students and through office announcements. It will be the responsibility of the students to periodically check their email for messages and to listen to office announcements.

2. Advertising

All signs or other advertisements displayed in the school building shall be posted only after permission is received from the principal and in designated areas only.

3. Black Out Wednesdays

Under ordinary conditions, there will be no school activities scheduled on Wednesday evenings. This will allow each student to participate in any non school program or activity of his/her choice. If some activity must be scheduled on Wednesday or Sunday, it must be cleared through the principal's office.

4. Dress Code

Parents should use good judgment in determining what is appropriate dress and grooming for their children in accordance with the age and grade of these students. These decisions should reflect favorably upon the individual students, the school and the community, and be made in cooperation with the administration. Student dress is to be neat and clean at all times.

Students have a right to choose their own style of dress and personal appearance as long as it does not:

- a) interfere with the educational process or learning environment;
- b) endanger student health and safety;
- c) invade the rights of others;
- d) disrupt the school;
- e) offend other students/staff;
- f) relate to gangs, drugs, sex, violence, or alcohol.

In order to promote a positive and safe learning environment, all students need to follow these guidelines:

1. No clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs.
2. No clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
3. No immodest clothing that exposes undergarments or that inappropriately exposes the body (Examples: muscle shirts, spaghetti straps, tube tops, halter tops, midriff tops, backless tops and very short skirts or shorts)
4. No slippers; shoes must be worn at all times.
5. No pants worn in a sagging manner.
6. No head apparel (hats, caps, head wraps, scarves, bandanas) except for documented medical/religious reasons.
7. No chains that hang down or are used as belts.
8. No clothing/accessories with spikes.
9. No sunglasses.
10. No coats worn in the classrooms during regular school days.

It is the intent of the dress code to be flexible to allow for individual tastes while maintaining an appropriate atmosphere for learning.

5. Emergency Procedures

1. Fire Drill/Alarm-Evacuation Drill
 - A. The building should be evacuated immediately when the fire alarm rings. Instructions for evacuation will be given to the teacher and posted in each room (next to the entrance).
 - B. Signal will be the fire alarm horn.
2. Tornado Drill
 - A. A Tornado drill will be held yearly. During a drill, students are to conduct themselves quietly and orderly and listen for instructions from the classroom teacher.
 - B. Signal will be an All-Call over the intercom.
3. Lockdown Drill
 - A. A Lockdown drill will be held yearly. During the drill, students will be instructed on the procedure and will be expected to follow the instructions in a quietly and orderly manner.
 - B. Signal will be an All-Call over the intercom.
4. Other Emergencies

Information will be disseminated by the intercom, if possible, and/or delivered by an office appointed runner, if necessary.

During emergencies and drills, students are to remain with their assigned classroom teacher or activity advisor until released.

Teacher-advisors and students involved in co-curricular activities programs should be familiar with emergency procedures for that activity and in that area.

6. Food & Drink

No food or drink will be allowed in the classrooms except for water with teacher permission. **When tablets are in use, no food or liquid is allowable!** Food should only be eaten in the cafeteria area.

7. Guidance and Counseling

Guidance and counseling are an integral part of each student's total educational program. The program is designed to address the needs of all students by helping them acquire competencies in career planning and exploration, knowledge of self and others, and academic and educational development. The guidance curriculum is delivered through such strategies as classroom and group activities and individual planning. Parents are encouraged to contact the counselors at any point to discuss their concerns.

8. Illness/Accident/Injury

1. If any student becomes ill, or has an accident during school hours, the student is to report to the principal's office. The parents shall be notified and requested to come for their child. The student will remain in school until released. In cases where the parents can't be reached, the student will be taken to their home only if a guardian, relative, or person designated by the parents is there to care for the student.

2. **Do not leave the building without reporting to the principal's office. If a student leaves the building without reporting to the principal, it will be considered an unexcused absence. (Extreme emergencies excepted)**

9. Lockers

Each student is assigned a hallway locker in which he/she may keep his/her books and personal belongings. Students are responsible for the locker assigned to them. Locks will be distributed from the HS office for securing student lockers, and lockers will be locked at all times. Do not give your combination to anyone. It is recommended that students either carry valuables or check them with the school secretary. Students are responsible for all school materials (textbooks, computers, etc) that are assigned to them. Students should carry most of their books for the morning or afternoon classes. This plan will avoid tardies.

Lockers remain the property of the school district, and the right of inspection is inherent in the authority granted to school boards and administration. The school district has the right to search lockers when school authorities have reasonable cause to believe that the locker is improperly used for the storage of any substance or object which is illegal, or any contraband, which poses a hazard to the safety and order of the school environment.

Students shall not store in their lockers, or have in their possession, any items that are expressly prohibited, or violate safety, health or standard morality. Examples are: weapons, drugs, alcohol, pornographic materials, incendiary items, or items that may jeopardize the welfare or safety of other students.

10. Lost and Found

Please turn into the office any found items. If you have lost an item, please check with the office.

11. Lunch Program

School lunches will be made available to each and every student. If parents cannot pay the scheduled price, they may contact the office and make arrangements for reduced price or free meals according to the State guidelines for reduced or free meals.

Students will be assigned a computerized lunch ID number. Students will purchase a minimum of \$25.00 to activate their account. Parents can receive account statements by contacting Gary Smithers at 256-7730.

12. Noon Privileges

All ninth graders are required to stay in the building during the lunch period. Sophomores, juniors, and seniors are allowed to leave the school premises during lunch. These privileges can be revoked if students are not responsibly following the rules and regulations of Madison High School.

13. Medication/Prescription Drugs

Students may be given medication in school ONLY after a medication authorization form is completed and signed by the parent/guardian. No handwritten notes or phone calls can be used. The medication authorization form must accompany medication when it comes to school. All medication will be stored in the office and must be in the ORIGINAL bottle. Students are allowed to carry their inhalers, but an authorization form must be completed before they are allowed to carry the inhaler in school.

14. School Closing

Information concerning the closing of school during times of emergency (due to inclement weather, a malfunction of the school facilities, or when the safety or welfare of the student will be in danger) can be secured by tuning to radio station KJAM or log on to KELO web site. (DO NOT CALL KJAM OR KELO). The school website will also post any information about school closing. (www.madison.k12.sd.us)

15. School Dances

1. All administration-approved school parties, functions, or dances may continue until 11:30 pm. Jr./Sr. Prom may continue until 12:00 midnight.
2. The administration and faculty must supervise all school dances and functions.
3. Homecoming dance, Fall Formal, and Prom are the only dances open to dates that are non MHS students. Non MHS dates must be in at least 9th grade and no more than one year out of high school. All other dances held during the school year are for MHS students only.
4. The Junior/Senior Prom is strictly a school affair, and attendance shall be limited to members of the Junior and Senior classes from MHS and their dates.
5. Doors will be locked after a designated time, and no students will be allowed to enter the dance after that announced time.
6. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to reenter the dance or party after having once left.
7. Proper conduct must be observed. Chaperones may remove immediately any student misbehaving. Any student ejected for misbehavior may be excluded from future functions and/or activities for the remainder of the school year.

16. Student Parking

All students driving cars or motorcycles to school must obtain a numbered decal from the principal's office. Only vehicles with this decal may park in the MHS parking lot. All traffic laws shall be obeyed in the parking lot, and the speed limit is 10 miles per hour. Student parking is in the north parking lot only and only in designated areas.

17. Student Survey

Your child may be asked to complete a student survey that asks him/her questions of a personal nature. No identifying information will be requested. You will be notified well in advance of the date students will be taking the survey. However, if you do not want your child to participate, you will be given sufficient notice prior to the survey so that you may sign a form 'opting-out' your child's participation, if you so desire.

18. Telephone Use

Any calls using the school phone may be made only with the secretary's or principal's permission. **Students will not be called to the phone during class time, except in an emergency situation. Only emergency messages will be delivered to a student during class hours. Please make the necessary arrangements with your parents and employers.**

19. Use of Cell Phones and other Electronic Devices

The use of electronic devices by students in the school setting can be disruptive to the orderly educational environment and present possible safety hazards for students and staff. Students will not be allowed to use these devices. Examples of electronic devices are **paggers, cell phones, laser-pointers, electronic games, cameras, audio players, and camera phones.**

Cell phones are a privacy risk and a disruption for school. **If a student carries a cell phone, it must be out of sight and turned off from 8:00am until 3:12pm each school day.** If a student violates this policy, the following consequences will be enforced:

- a) First Offense: Cell phone will be turned into the office for the day.
- b) Second Offense: Cell phone will be secured in the office for 24 hours. After the 24 hours, the phone will be given to a parent, and the student will be assigned detention.
- c) Third Offense: Cell phone will be secured in the office for 1 week (7 days). After the 7 days, the phone will be given to a parent, and the student will be assigned 3 hours of detention.

20. Visitors

The time spent in school is time to focus on studies, and visitors can be a distraction from that purpose. Only in rare and unique situations will student visitors be allowed to attend classes at MHS. If you wish to have a visitor from another town attend your classes, check first with the principal. Your own attendance and discipline records will be factors used in determining if you may have a visitor, and teachers must grant their approval. All visitors must wear a badge obtained from the office.

NO STUDENTS FROM OTHER SCHOOLS WILL BE ALLOWED TO VISIT IF THEIR SCHOOL IS IN SESSION.

Any student who brings a visitor to school assumes complete responsibility for that person's actions and conduct.

Parents are welcome to visit at any time. Please check in at the office when you come.

Standards of Conduct and Discipline

Students, parents, staff, and the community shall be informed of these policies in such a manner that there will be no doubt as to where each concerned party stands in a particular situation. The term "parent" as used in this policy shall mean the legal guardian/s of the student. Breach of discipline is herein understood as any conduct of students, which interferes with the maintenance of school discipline.

The purpose of this policy is to assure that Madison High School provides an effective and orderly learning environment, and at the same time, assures all students the right to due process and fundamental fairness. The school board has the responsibility of establishing rules which will assist in:

- (1) Avoiding disruption of the school program;
- (2) Preventing the invasion of the rights of others;
- (3) Protecting school property; and
- (4) Alleviating any clear and present danger to the health, safety, and welfare of the student body and staff of the school.

Disciplinary procedures that may be used by the school include student conference, parent notification, parent conference, restitution, removal from class, removal of privileges, conflict resolution training, referral to law enforcement authorities, detention, In-School-Suspension, Out-of-School-Suspension, and expulsion.

I. Definitions

A. Detention: a form of discipline that detains a student outside of the normal school hours.

1. Students will serve detention within a two (2) day period. Students involved in school activities may miss the activity to stay in detention.
2. A student who misses detention will have his/her detention hours doubled.

3. The Detention Room is E1, and the detention period is from 3:20-4:10pm each day. Students are expected to be on time, to bring work, and to work quietly during this time.
- B. In-School-Suspension:** temporary denial of a student to participate in any instructional or school activity for a period of time.
 1. Students will serve In-School-Suspension in the office area or in the Study Lab. They will not be allowed to leave the area during their time, including lunch.
 2. In-School-Suspension is an excused absence and will be counted in the absence count.
 3. Students will be expected to make up all work missed during their time of In-School-Suspension and will receive a maximum 75% of their earned grade. All make-up work given to the student on In-School-Suspension will be due when the student returns to the classroom.
 4. Students who serve a day of In-School-Suspension will not be allowed to attend or participate in any extra curricular or school sponsored activities or practices on that day.
- C. Out-of-School-Suspension:** temporary denial of a student to participate in any instructional or school activity for a period of time.
 1. Out-of-School-Suspension is an excused absence and will be counted in the absence count.
 2. Students will be expected to make up their work missed and will receive a maximum 50% of their earned grade. All make-up work given to the student on Out-of-School-Suspension will be due when the student returns to the classroom.
 3. Students who serve Out-of-School-Suspension will not be allowed to attend or participate in any extra curricular or school sponsored activities or practices on that day.
- D. Expulsion:** Denial to a student to participate in any instructional or school activity for a period of time as determined by the school board.
 1. Expulsion procedures as outlined in District policy will be followed.

II. Procedure for determining alleged misconduct or violations

The following steps will be utilized when appropriate:

1. The principal shall investigate the alleged misconduct or violation.
2. The student is given an oral or written explanation of the facts that form the basis of the violation or misconduct.
3. The notice shall state the policy allegedly violated and the time and place where a hearing will be conducted by the principal. The student will be given an opportunity to present his/her version of the incident.
4. The principal shall render a decision as soon as possible after the hearing and inform the student and parents.

Code of Conduct

Disciplinary action may be taken because of behavior at school and/or all school-related events, which violates the Code of Conduct. The following acts are specific behaviors, which violate the Code of Conduct and are subject to disciplinary action. **Consequences listed are the minimum. The Administration has the latitude to enforce other reasonable disciplinary action found to be warranted by specific situations.**

1. Bomb Threat

Expulsion and report to law enforcement officials.

2. Bus Conduct

1. The driver is in full charge of the students and the bus. The driver's relationship with the students should be the same as that of a teacher in the classroom. Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The school

administration may find it necessary to temporarily withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

2. Students shall obey all instructions from the school bus driver.
3. Students must occupy the seat assigned to them, if seats are assigned.
4. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted. Students will be courteous to the driver, fellow students, and the public. Students must refrain from unnecessary conversation with the driver. This job requires the driver's full attention.
5. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time schedule for tardy students. A time schedule will be posted in the bus and must be followed.
6. Students must not stand in the traffic lanes while waiting for the bus.
7. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw waste paper or rubbish on the floor or out of the windows of the bus.
8. Students will not open or close the windows without the permission of the driver.
9. Students must not at any time put hands, arms or heads out of the bus windows.
10. Students must not move about inside the bus or try to get on or off while the bus is in motion.
11. Students will immediately report to the driver any damage occurring to the bus.
12. Students must follow the instructions of the driver when entering or leaving the bus and when they must cross the road or highway.
13. Students desiring to leave the bus at other than their designated bus stop must present the driver with written permission to do so from their parents.

3. *Dangerous Weapons Policy*

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class 1 misdemeanor and is strictly prohibited by this policy. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air-guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms, and the ceremonial presence of unloaded weapons at color guard ceremonies. A dangerous weapon is defined as any firearm, or air-gun, knife or device, instrument, explosive, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

Any student who intentionally brings a firearm or dangerous weapon onto any elementary or secondary school premises/property, vehicle, or building used or leased for elementary or secondary school functions or activities shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case-by-case basis but may not increase the length of the period of expulsion.

4. *Disruptive Conduct:*

The purpose of school is teaching and learning. Anything that interferes with this purpose may be deemed disruptive conduct and subject to formal disciplinary action. Generally, the classroom teacher is expected to deal with routine disciplinary action. Students who are habitually disruptive or who fail to comply with classroom discipline will be dealt with as follows:

1. 1st Violation – One (1) detention
2. 2nd Violation – Three (3) detentions
3. 3rd Violation – In-School or Out-of-School Suspension
4. 4th Violation - Removal from the class

***False comments about potential school violence made by students that cause disruption of the school will be disciplined beyond what is noted in this rule.**

5. Drugs, Alcohol, Controlled Substances

1. This policy is in effect on premises owned, leased or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature.
2. A student shall not possess, use, distribute, transfer, ingest, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs, which affect the educational process of the school. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.
3. **Law enforcement officials will be notified of any suspected criminal offense.**
4. The following consequences will be used with students who possess, use, ingest, and/or are under the influence of alcohol and other drugs or possess paraphernalia specific to the use of alcohol and/or other drugs:
 - a. First Violation – Three days of Out-of-School-Suspension. A formal chemical dependency assessment by a state certified chemical dependency counselor will be recommended.
 - b. Second Violation - Five (5) days of Out-of-School-Suspension.
 - c. Third Violation – Expulsion
5. The following consequences will be used with students who supply/distribute, or sell alcohol and/or other drugs or materials represented to be a controlled substance:
 - a. Any student who sells or distributes an illegal drug on school property will be expelled. The expulsion may extend beyond the trimester in which the violation occurred.
7. Students involved with the consumption/possession of controlled drugs, tobacco, or alcohol will also face restrictions in co-curricular participation. These consequences are explained in the General Training Rules under Student Activities.

6. False Fire Alarm

3 days of Out-of-School-Suspension and report to law enforcement officials.

7. Fighting

Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses and at school activities. Law enforcement officials may be involved.

1. 1st Violation – 3 days of Out-of-School-Suspension
2. 2nd Violation-3-5 days of Out-of-School-Suspension
3. 3rd Violation – Five (5) days Out-of-school Suspension with possible expulsion

8. Falsification of notes, records, and identification

- a. 1st violation– Three (3) days detention
- b. 2nd violation – Out-of-School-Suspension

9. Gross Teacher Disrespect:

Directing vulgar or profane language to a school employee. This may include name calling, defiance, or hostility directed toward a teacher or school employee.

1. 1st Violation – 1 day of In-School-Suspension
2. 2nd Violation – 3 days of Out-of-School-Suspension
3. 3rd Violation – Removal from Class

10. Harassment/Bullying

MHS is committed to providing a learning and working environment free of unlawful harassment or bullying, based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age or other basis prohibited by law.

Harassment means hounding, pestering, plaguing or tormenting another. Harassment includes remarks that belittle, make fun of, ridicule, or make mockery of a person based on the categories listed above. Harassment implies a systematic persecution by besetting a person with annoyances, threats or demands. More seriously, harassment may also constitute sexual harassment, which is a violation of Board Policy and federal laws.

Bullying means any gesture, any written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic (such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity; or a mental, physical, or sensory disability/impairment; or by any other distinguishing characteristic). Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

1. 1st Violation — One (1) day In-School-Suspension
2. 2nd Violation– Three (3) days of Out-of-School-Suspension
3. 3rd Violation– Five (5) days Out-of-School-Suspension

SEXUAL HARASSMENT

Madison High School is committed to providing a safe and secure learning environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature.

Included in this definition are the following examples; this is by no means a complete list:

- staring or leering that has sexual overtones;
- unwanted sexual comments, including being called gay or lesbian;
- unwanted physical contact of a sexual nature including contact in the form of pinches, embraces, slaps or pats;
- requiring sexual activity in return for educational/grade incentives;
- being flashed or mooned;
- pressure for sexual activity;
- displaying pornographic or sexually explicit materials;
- offering benefits, favors or rewards in exchange for sexual contact;

If any individual, student, staff, faculty or visitor of Madison High School feels he/she has been sexually harassed, a complaint in either written or oral form must be filed as follows: a complaint by or on behalf of a High School student shall be submitted to either the principal or the guidance counselor.

Madison High School confidentially investigates all complaints of sexual harassment and will take such disciplinary action it deems necessary and appropriate to end sexual harassment and prevent its recurrence. All investigations will be considered seriously and handled within prompt periods. Law enforcement officials may be involved.

Punishment for sexual harassment shall be related directly to the severity of the offense revealed by the investigation of the filed complaint. The action taken may include the following punishments; change in educational/working conditions, loss of privileges, detention, Saturday School, in-school-suspension, out-of-school suspension, expulsion, or termination under the philosophy that Madison High School will not tolerate sexual harassment in any form.

Hazing

The goal of the School District is to maintain a safe learning environment for students and staff free from hazing. Hazing activities of any type are contrary to the educational goals of MHS and are prohibited at all times.

1. No student, teacher, administrator, volunteer, contractor or other employee of the School District shall plan, direct, encourage, aid, or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employee of the School District shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property to include before, during, and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The School District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or school staff that is found to have violated this policy.
7. Students that participate in school activities will face participation consequences.

Hazing means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activities that subject the student to a risk of harm that adversely affect the mental or physical health or safety of the student.
3. Any activity involving the consumption of alcoholic beverages, drugs, tobacco products, or any other food, liquid, or substances that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to undue mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of city ordinance, state or federal law, or School District policies or regulations.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the principal.

1. First Violation: Any student involved with hazing will face three days of Out-of-School-Suspension and will also face consequences in all extra curricular activities.
2. Any further involvement in hazing will result in long-term suspension.
3. MHS will discipline or take appropriate action against any student who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation relating to hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

MHS will cooperate with parents if they wish to bring legal action against those who participate in hazing.

NOTE: It is a violation of school conduct rules for any student including freshmen to willingly participate in any form of initiation.

11. Insubordination:

Refusing to obey; failure to follow instructions or directions of a staff member; defiance, rebelliousness.

1. 1st Violation – One (1) hour of detention
2. 2nd Violation- In-School Suspension

12. Physical Assault on Staff Member:

Physical attack on a school employee whether they are injured or not.

- 1st Violation – Expulsion and report to law enforcement officials

13. Pornographic Material

Possession, creation, and/or distribution of materials of a pornographic nature.

1. 1st Violation-One(1) hour detention
2. 2nd Violation-One(1) day In-School-Suspension
3. 3rd Violation-Three(3) days of Out-of-School-Suspension

14. Verbal Abuse, Profanity/Vulgarity

Swearing; use of obscene, threatening or flagrantly disrespectful language or conduct.

1. 1st Violation – One (1)hour of detention
2. 2nd Violation – One (1) day In-School-Suspension
3. 3rd Violation – Three (3) days of Out-of-School-Suspension

15. Stealing

The taking of another's personal property which may include the taking of school property. Law enforcement officials may be involved.

1. 1st Violation - Three (3) hours of detention and restitution
2. 2nd Violation-Three (3) days of Out-of-School Suspension and restitution

16. Threats of Physical Aggression Against Staff Member or Student:

Threats are expressions of intentions to injure, punish, or inflict pain on another

1. 1st Violation – One (1) day In-School-Suspension
2. 2nd Violation –3 days of Out-of-School-Suspension
3. 3rd Violation – 5 days of Out-of-School-Suspension

17. Tobacco Products:

Use and/or possession of any tobacco product by a student on any school property whether the property is owned or is managed through a rental agreement are prohibited. When the student is a minor, referral to the proper authorities will be made.

1. First Violation –One (1) day Out-of-School-Suspension
2. Second Violation and Subsequent Violations–Three (3) Out-of-School-Suspension

Students involved with the consumption/possession of controlled drugs, tobacco, or alcohol will also face restrictions in co-curricular participation. These consequences are explained in the General Training Rules under Student Activities.

18. Trespassing

To go on school property without consent

Any unauthorized persons on school property can be prosecuted according to the law. School consequences may also be involved.

19. Unspecified Misconduct

This list of code violations does not prohibit the School District from imposing discipline upon students for misconduct that does not fit into any of the listed categories of misconduct. The School District reserves unto itself the full powers it has to discipline students for unspecified misconduct. The law permits School Districts to discipline students for willful conduct that materially and substantially disrupts the rights of others to an education and for willful conduct that endangers the student or other students, or surrounding persons, or the property of the school.

In the event that any violation as cited in this policy manual is determined by the principal to be of an extreme nature, it will be at the discretion of the principal to administer discipline more severe than indicated by the policy including suspension or recommending expulsion. It is the policy to prohibit any actions or behaviors that are disruptive and unreasonable and/or a violation of state or federal law.

20. Vandalism

The willful or malicious destruction or defacement of school property (owned or rented) or personal property on school premises.

1. First Violation – 1 day of Out-of-School-Suspension and total financial responsibility. Law enforcement officials may be involved.
2. Second Violation- 3 days of Out-of-School-Suspension with possible expulsion, depending on seriousness of offense and total financial responsibility. Failure to accept financial responsibility will be dealt with by permanent expulsion of student and referral to the proper law enforcement agency.

21. Vehicle/Parking Violations

Students who utilize the MHS parking lots are expected to follow all traffic rules and school regulations. All students driving vehicles or motorcycles to school must obtain a numbered tag from the principal's office. Only vehicles or motorcycles with this tag displayed may park in the middle school/high school parking lot. Vehicles or motorcycles not registered may be towed without notice. All traffic laws shall be obeyed. The speed limit in the parking lot is 10 miles per hour.

Students shall park in designated parking lanes in the student lot. Students are not to park on Ninth Street between Roosevelt & Prairie. The principal has authority to control areas around the school for purposes of safety and student discipline. Students will not park in the front parking lot, which is reserved for teachers and visitors. In the north parking lot, students **shall not** park in the bus pickup area, in the Middle School/High School faculty area, or in the restricted areas around the bus garage and the loading dock.

A parking lot map is posted on the school website, and all students will receive instruction on proper parking at the opening assembly.

The discipline for violating parking rules/driving rules is as follows:

1. 1st Violation-Student directed to move vehicle and given 1st violation warning. Student may receive tardy. Parent notified.
2. 2nd Violation-Student directed to move vehicle. **Student will receive three hours of detention and parent is notified.**
3. 3rd Violation-In School Suspension and loss of access to school parking lots.
4. 4th Violation-Vehicle towed without notice at the owner's expense.

Students who drive or park irresponsibly will face discipline and could lose access to the school parking lot.

The act of bringing a student-operated vehicle onto school premises will allow school officials to presume consent by the student, parent or guardian, or owner of the vehicle to allow a search of that vehicle when there is a reasonable suspicion that illegal or prohibited items are contained inside.

ATTENDANCE

Education is a state function under the control of the state legislature. It is compulsory that all children from age six (6) **up to age eighteen (18)** regularly attend school. The basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours, except during open lunch period, open campus, mentoring, and tutoring; students may be excused for specific purposes only through the principal's office.

Attendance is taken in each class and PRIDE period, and a record is kept of absences from each class. Hours of absences will be accumulated and recorded on report cards each trimester and on permanent school records and transcripts at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

The entire process of education requires continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed when a student is absent from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for the individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance.

Parents are encouraged to make appointments after school, during teacher inservice days, and calendar days when students are not in attendance. Please refer to the school calendar on page 6 for this purpose.

School administration determines which absences are excused or unexcused.

Absenteeism

Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:

- Personal illness
- Family emergency (death, serious illness)
- Funeral
- Dental or medical, counseling or court-mandated appointments that cannot be made on Saturdays or after school hours. Documentation is required for all absences related to appointments. This documentation must be presented when the student returns to school after the absence. Any absence due to an appointment that is not verified will be considered unexcused.
- School-sponsored activities
- Prearranged absence by the parent. This will require advanced make up work except in emergencies which will be evaluated and determined valid or invalid by the principal.

2. If a student is expected to be absent, parents should call the school between 8:00 and 9:00 am. If no call is received by 9:00 am, the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent. **The parent must verify absences within three days of the occurrence, or they will be considered unexcused.**

3. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. Students will be retained until contact can be made with a responsible adult who will take charge of the student.

4. A student must attend school during the day of an evening activity in order to participate, unless he/she has an excused absence.

5. An absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy.

6. After an absence, a student must report to the office to receive an excused absence before re-entering classes.

7. A student shall not leave the school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.

8. Senior Pictures: Seniors presently make their own arrangements for senior pictures. Appointments should be made outside of the school day. These appointments will be excused only if prearranged with the preplan process. Parents are encouraged to make these appointments during nonschool hours.

Pre-Arranged Absences

If a student is planning to be absent from school for personal reasons or for a school activity or field trip, the student must follow the Preplanned Absence procedure.

1. The office must be notified by the parent (either note or phone call) about the days of expected absence.
2. If the student will be absent because of a school sponsored activity, the advisor/coach will notify the office.
3. The student will need to obtain a Preplan form from the office once the office has been notified of the absence. The student will then be required to take the form to each teacher for assignments and signature. **All assignments given are expected to be completed before the student leaves on the planned trip or unless the student and teacher have made other arrangements.**
4. Once the form has been completed, it should be turned into the office.

Unexcused Absences

Unexcused absences are those absences, which are not excused by the school. Such absences might be: skipping of a class or skipping one class to study or work on another class, tanning, hair appointments, shopping, oversleeping, taking too long at lunch, etc. **This means that even though the parent/guardian excuses the student, the school may not. The school reserves the right to determine when an absence shall be excused.** Unexcused absences will result in a loss of grades for that day. The class work and time missed must be made up in detention. It will be the responsibility of the student to make arrangements with the teacher for assignments and class discussions missed during the absence.

1. Upon the first unexcused absence, a conference will be held with the student and the parent will be notified. All class time missed will be made up in detention. The student will receive a "0" for any work completed or handed in during the absence.
2. Upon the second unexcused absence, the student will receive a "0" for any work completed or handed in during the absence, and all class time missed will be made up in detention. The student will be given an informal hearing with the parent present, if requested.
3. Upon the third unexcused absence, the principal will call a conference with the parents, student and staff to develop a plan for the student.

The foregoing are cumulative within one academic school term. A record of all the unexcused absences will be maintained with the date and circumstances in the principals' offices.

Excessive Absenteeism

Any student having four absences or more in a trimester will be subject to the following procedures :

1. A letter will be sent to the parents upon the fourth absence.
2. Upon the seventh absence, a letter will be sent to the parents notifying them of the possibility of automatic loss of credit.
3. Beginning with the ninth absence in a trimester, students will not receive credit for the course in which the absences occurred. A letter will be sent to the parents notifying them of this lost of credit.

Any student affected by such a determination may appeal to the attendance committee. The decision of the attendance committee may be appealed to the school board.

Tardiness

Definition: Failing to be at the assigned work station when the final bell rings.

It is very important that students form good habits for adult life. Being on time is one good habit that every student can and must form. If a parent knows that their son/daughter will be tardy, an excuse should be sent along with the student, or the parent should call the school.

1. Student will be allowed one (1) unexcused tardy per class or homeroom each trimester.

2. In the event of a second unexcused tardy, detention shall be assigned and parents will be notified by mail. The student shall serve detention for one (1) hour.
3. In the event of a third unexcused tardy, the student shall serve three hours of detention or Saturday School.
4. In the event of a fourth unexcused tardy, the student shall serve one (1) day of In-School-Suspension and possible loss of other privileges.

Any student who is late arriving for class must report to the principal's office for a slip to enter class.

If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse.

Absences and tardies will be processed in the following manner: Students arriving up to 10 minutes after the class period begins will be counted as tardy. Students arriving more than 10 minutes after the class period begins will be counted absent (excused or unexcused). In each instance the student should report to the office for an admit slip before they enter the room.

Truancy

Definition: Absence from school without permission

When a condition of prolonged absenteeism exists, the building principal shall provide the parents with a written notice of the school's concern. Parental response is to be documented by the principal.

If after the initial contact the student fails to return to school, the school will take appropriate legal action.

Student Activities

Offerings:

The following activities are provided by Madison High School as a means of enhancing the student's education:

A. ATHLETICS:

Boys & Girls Basketball Boys & Girls Cross Country Boys Football Boys & Girls Golf Girls Gymnastics	Boys & Girls Tennis Boys & Girls Track & Field Girls Volleyball Boys Wrestling
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B. ACTIVITIES/ORGANIZATIONS

Concert Band Marching Band/Jazz Band Chorus Mixed Chorus Maroon Staff (Newspaper) Interlakes Staff (Yearbook) Debate Cheerleading Future Business Leaders of America Family, Career, & Community Leaders of American	Dramatics One Act Plays All School Play Future Farmers of America National Honor Society Oral Interpretation Student Council
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Activity Tickets

Student activity tickets are provided to give each student an opportunity to attend all home high school sporting events at a minimum price. The tickets may be purchased during the first week of school.

Facility Usage

Any organization or group desiring to use Madison Central facilities must submit a Building Use Application to the Activities Director or Principal at least two (2) working days prior to the date requested. These requests will be considered when there is no conflict with school-sponsored activities.

National Honor Society

Juniors and Seniors will be invited to be part of this organization based on four criteria:

- Character
- Leadership
- Scholarship
- Service

Student Council

Purpose: The purpose of the Student Council is to give the student body a voice in school activities, events, and policy. This process allows all students to exercise democratic self-government under practical conditions. This creates for students an atmosphere for developing an interest in the welfare of their school and a pride in the school's objectives and achievements.

1. At present, the Student Council is involved in various activities, which include homecoming activities, as well as other civic and school events.
 - B. Meetings: Student Council regular meetings will be held as arranged. The principal will approve extra meetings.
 - C. Individuals who wish to run for the office of Student Body President need to be active in Student Council the previous year. Counsel members will review special circumstances by request and will decline or accept by majority vote.
 - D. Elections: The election of class officers will be held following the election of the student body president. Nomination papers for class officer, student body president, and student council representatives may be picked up at the Principal's office when announced and must be returned properly filled out with the required number of student signatures to the Principal's office by 4:00 p.m. the following Friday. Candidates for office may campaign up until Election Day. All organization officers are elected for the ensuing year at the last regularly scheduled organizational meeting of the year.

Eligibility

1. To be eligible in co-curricular activities, a student must meet the requirements of the South Dakota High School Activities Association and be in good standing as a member of the Madison High School's student body.
2. A student must have passed four (full academic credit) subjects in the previous trimester.
3. A student's participation in all co-curricular activities will be dependent upon abstinence from use of tobacco, alcohol and controlled drugs. Penalties for such use vary with each activity and are on file with each activity supervisor and athletic director.
4. Students are expected to be in attendance at the beginning of the school day the morning following participation in any school activity. Students are to be in attendance during the school day in order to participate in that afternoon/evening's school activity unless the absence is approved by the administration.
5. Cheerleaders must adhere to the requirements of the Cheerleader Constitution in order to meet and maintain their eligibility. Students wishing to try out for cheerleading must meet academic criteria outlined in the cheerleading constitution.

Alcohol Use by Students/Drug Abuse by Students/Chemical Abuse

General Training Rules

It is the philosophy of the Madison Central School District that the use of alcohol and controlled drugs are not conducive to the welfare and well-being of school age children. The use of alcohol, tobacco and other drugs is illegal and therefore cannot be condoned by educators. It is with this philosophy that the following policy be implemented.

Students participating in any co-curricular activity will be subject to the following regulations:

Drug/Chemical Policy:

Any student adjudicated, convicted, the subject of a suspended imposition of sentence or self reporting the consumption, possession, distribution or ingestion of controlled substances or marijuana or possession or distribution of drug paraphernalia will be restricted from participation in extracurricular activities as sanctioned by the SDHSSA for one year. National Honor Society students will be dismissed from the organization. If a second offense occurs the ban becomes permanent. Possession shall mean having it on

your person, or as a part of your personal property, i.e., duffle-bag, suitcase, locker, vehicle, motel room, etc.

Alcohol Policy:

Any student adjudicated, convicted, the subject of a suspended imposition of sentence or self reporting the consumption, possession, distribution or ingestion of alcohol, other substances for the purpose of becoming intoxicated or tobacco shall be subjected to disciplinary consequences.

These rules will be applied the entire year which includes the summer months.

1. First Offense – The student may not compete in 1/8 of the total regularly scheduled events of all activities the student is currently participating in, or if between seasons, may not compete in 1/8th of all activities of the next season, exclusive of events missed due to injury. The student shall complete the next available program of instruction provided by Community Counseling Services. The student may practice and attend home and away contests at the advisor’s and activities director’s discretion. National Honor Society students will be dismissed from the organization. Expenses incurred for the participation in prevention and/or treatment programs are the responsibility of the student and/or parent/guardian. One or both parents will meet with the coach and activities director prior to the student’s return to participation. Students who, after their first violation, have no other activity rule violation for 18 consecutive months will be given the opportunity to recover by starting over with a clean record with no violations counted against him/her. this opportunity only applies once in a student’s career. The opportunity for a clean record does not apply to a suspension for a drug conviction.
2. Second Offense – The student will be barred from further participation during the following 12 months from any co-curricular activity. The 12 months suspension may be reduced to six weeks (42 days) of activity time if the student participates in an assessment with a certified chemical dependency counselor, completes any recommended accredited intensive prevention or treatment program and provides documentation from the agency providing the treatments. Expenses incurred for participation in the prevention or treatment programs are the responsibility of the students and/or parent/guardian. One or both parents will meet with the coach and activities director prior to the student’s return to participation.
3. Third Offense or Subsequent Offense - the student will be barred from further participation during the following 12 months from any co-curricular activity. The student will complete a formal chemical dependency assessment by a state certified chemical dependency counselor and successfully complete all assessment recommendations for reinstatement for the next year. Expenses incurred for participation in the prevention or treatment programs are the responsibility of the students and/or parent/guardian. One or both parents and the student will meet with the coach/advisor and activities director prior to the student’s return to participation.

Middle school students participating in high school activities shall have violations accumulate for the number of years they participate in high school activities. For example; an eighth grade student participating in high school activities shall have violations accumulate for five years.

Events Missed

With the knowledge that each activity has different events and demands on student performances each advisor has submitted the events this policy will cover.

<u>Activity</u>	<u>No. of events</u>	<u>No. of events missed</u>
Football	8	1 game
Basketball	20	2 games
Tennis	15	2 meets/duals
Golf	11	1 meet/dual
Cross Country	11	1 meet/dual
Wrestling	14	2 meets/duals
Gymnastics	11	1 meet/dual
Volleyball	19	2 meets/duals
Track & Field	11	1 meet/dual

Band	11	1 competition/event
Oral Interp	5	1 contest
Debate	18	2 tournaments
Vocal Competition	3	1 contest
FFA	10	1 contest/event
FBLA	5	1 contest/event
FCCLA	4	1 contest/event
One Act Play	3	1 public performance
Drama	1	1 public performance
NHS	2	Dismissed from organization

In the event that an activity goes above or below 12 on the number of events, the activities director has the authority to add or dismiss the number of events missed. The number of events does fluctuate from year to year with some activities.